

Instructions For Grant Reimbursement
OEMS Grant Program

Important revisions have been made. Review all instructions completely.

1. Read the Agreement for Services Form (AFS), complete the Verification portion on the back, and submit within sixty days after receiving the **Award Letter and Award Page**. The Office of EMS (OEMS) will keep this form on file.
2. **NEW REGULATION:** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted. See the reverse side of this document for information on obtaining a Federal Identification Number. (Rev. 12/15/98)
3. Purchase **new equipment** or item(s) awarded as stated on the Award Page. You must comply with any conditions listed on the Award Page and all terms on the Agreement For Services. Purchase(s) **must** be made after the commencement of the grant period and completed prior to the end of the grant period. Grant periods are twelve (12) months in length and expire on either June 30 or December 31 of each year. Confirm grant period on your Award Page.
4. Reimbursement of grant awards - Submit an **original or certified/notorized copy** of an itemized, dated, numbered vendor invoice(s) to the OEMS for reimbursement. Original invoice(s) are to be submitted to the OEMS within sixty days after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within sixty days after the grant period ends will be considered expired.
5. Extended Grants - A grant may be extended for up to an additional twelve months if you have received written approval from the OEMS. Refer to the Agreement for Services Form for information on extensions. All extended grants expire on the date indicated in the extension letter. ***A sixty day allowance for paperwork submission does not apply to extensions.***
6. Equipment Status/Final Report Form must be submitted to the OEMS within sixty days after the equipment /project is received/completed by grantee. All items must be listed on your report form with a serial number provided if applicable. **If a vehicle was awarded, a copy of the title must be provided.** This applies to grants under the Rescue Squad Assistance Fund.
7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without **prior** approval of the OEMS. See award page for additional grant conditions.
8. Any questions can be directed to Carol S. Morrow, Grant Manager at (804) 864-7611 or Linwood P. Pulling, Grant Specialist at (804) 864-7612.

Virginia Office of Emergency Medical Services
Virginia Department of Health

Federal Identification Number Information

To obtain information on becoming a 501c3 agency, you should request Publication 557, "Tax-Exempt Status For Your Organization." This publication can be obtained by contacting your local IRS office or you can order it by calling 1-800-829-3676.

Internet users can use the following:

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|----------------|-------------------------------------------------------|
| Telnet | fedworld.gov |
| File transfer | ftp.fedworld.gov |
| World Wide Web | www.ustreas.gov |